

Records Management Syllabus

Duration: 2 – 3 Hours (Approximate)

Description:

This course is going to provide an overview of the Records Management process at BLM. It's also going to help you understand what's most significant about your role in the records management process. Your instructors include the Records Managers and Records Administrators across the Bureau. You will need to know this training to be able to solve problems within your records management program. The BLM has standard processes for retrieving and filing records.

This course will provide you with examples of records that one will be responsible for and how managing a record will benefit the BLM if records were maintained properly. And what will happen if not. BLM is mandated to protect records by law. Specific Areas of discussing in this course include the following:

- General Records Management
- Records Creation
- Maintenance and Use
- Disposition

Course Objective:

By the end of this course each participant should be able to...

Given a scenario involving the management of records, determine if the records are being properly processed through the records management life cycle phases in accordance with established laws, regulations, and policies.

Target Audience:

This course is intended for Records Managers, Records Administrators, and Records Custodians

Course Format:

This course follows a **blended format** to train participants on managing BLM records. Participants will complete an online component, which includes: 1) watching pre-recorded video lessons (or reading the transcripts), 2) completing review questions for each video lesson, 3) submitting review questions for participation in live webinars, and 4) attending live webinars online.

Online Course Work:

All online videos and review questions must be completed before attending the live, online webinars. The online, pre-recorded video lessons provide the participants the baseline knowledge needed to complete the review questions and participate in the live, online webinars. Webinars will include a review of assigned review questions and interactive exercises aimed at preparing participants to manage BLM records. The webinars are totally interactive; therefore, participants must come prepared and ready to participate. **Note: students may read the transcripts for each video lesson in lieu of viewing the video. Video transcripts and PowerPoint note takers are also available on the Knowledge Resource Center (KRC)**

Course credit:

To receive course credit, participants will have to enroll in this course in DOI Learn Site, review all lesson videos (4), and complete the knowledge-review questions for each lesson (and email them to the National Training Center). Participants will also be required to attend all webinar sessions whereby review questions will be discussed and group exercises facilitated. A webinar invite will be sent to all participants indicating a future date and time. Once these requirements have been met - participants will be able to download their course completion certificate. Be on the lookout for webinar email invitations in your inbox.

Participants must:

- **Attend webinars.**
 - Participate in discussions/reviews
 - Participate in exercises
- **Complete all online course assignments**
 - Watch all prerecorded video lessons (or read the transcripts)
 - Complete all review questions for each video lesson

Remediation:

In the event a participant does not meet a course requirement, the supervisor will be notified immediately. A meeting will be scheduled with the participant, supervisor and program coordinator to discuss:

1. Requirement(s) met/not met.
2. Reasoning/Circumstances/Root Causes
3. Possible solutions
4. Action Plan

Every attempt will be made to assist participants in meeting all course requirements covered in this syllabus. However, it is each participant's responsibility to meet all the requirements covered in this syllabus in order to receive course credit unless there are circumstances beyond his/her control. In the event of such circumstances, the participant's program coordinator must be notified immediately by the participant so that a plan of action can be formulated. Action plans can include the following based on the circumstances:

1. Re-take the course at the next offering.
2. Schedule and complete those requirements not attempted.
3. Re-schedule and complete those requirements attempted but not met.
4. Recommendation for training program assistance other than delivery.